

Compensation Committee Meeting Minutes January 6, 2026

Call to Order

The meeting of the Compensation Committee was called to order at 1:33 PM.

Attendance

Members present included Thatcher Kezer, Aleesha Benjamin, and Andrew Petty.
Staff present included Thomas Howard, Human Resources Director.

Finance Department – Assistant Town Accountant Starting Step

The Committee reviewed a request to adjust the starting step for the Assistant Town Accountant position. It was proposed to increase the starting step from Step 7 to Step 8 to accommodate a candidate who would be accepting a significant reduction in compensation from their current position.

A motion was made and seconded to approve the Assistant Town Accountant position at Grade 9, Step 8. There was no further discussion. The motion passed unanimously (3–0).

Approval of 2025 Meeting Minutes

The Committee reviewed outstanding meeting minutes from 2025. Previously approved January minutes were noted. The Committee considered the following meeting dates for approval: March 3, March 12, March 27, April 14, May 1, May 15, June 18, July 24, August 28, September 25, October 23, November 26, December 20, and December 23.

A motion was made and seconded to approve all listed minutes. There was no further discussion. The motion passed unanimously (3–0).

Review and Approval of Compensation Committee Annual Report

The Committee reviewed the draft Compensation Committee Annual (End-of-Year) Report prepared for submission to the Select Board in accordance with bylaw requirements. The report includes an overview of the Committee's role, membership, and a summary of actions taken during the year.

The Committee noted that a total of 38 actions were taken in 2025, including:

- Job description changes with grade adjustments (10)
- Job description changes without grade adjustments (12)
- Creation of new positions (3), which replaced obsolete positions rather than increasing overall staffing levels

- Hiring of new staff above Step 1 (13)

The report also includes a chronological summary of actions by meeting date.

A motion was made and seconded to approve the report for submission to the Select Board. There was no further discussion. The motion passed unanimously (3–0).

Adjournment

With no further business, a motion to adjourn was made and seconded. The motion passed unanimously (3–0), and the meeting was adjourned at 1:36 PM.